



"Enriching Lives"

**COUNTY OF LOS ANGELES**  
**DEPARTMENT OF MEDICAL EXAMINER-CORONER**  
1104 N. MISSION RD, LOS ANGELES, CALIFORNIA 90033



*Mark A. Fajardo, M.D.*  
Chief Medical Examiner-Coroner

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

March 17, 2015

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

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March 17, 2015

  
PATRICK OZAWA  
ACTING EXECUTIVE OFFICER

Dear Supervisors:

**AUTHORIZE THE CHIEF INFORMATION OFFICER TO EXECUTE ONE WORK ORDER WITH  
EMC CORPORATION, INC. FOR SOFTWARE DEVELOPMENT AND IMPLEMENTATION  
SERVICES FOR THE MEDICAL EXAMINER-CORONER'S ELECTRONIC CASE FILE SYSTEM  
PROJECT  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**CIO RECOMMENDATION: APPROVE (X) APPROVE WITH MODIFICATION ( )  
DISAPPROVE ( )**

**SUBJECT**

Authorize execution of one Work Order and any necessary Change Orders at a maximum amount not to exceed \$668,000 with EMC Corporation for the development and implementation of the Department of Medical Examiner-Coroner's Electronic Case File System (ECFS). The ECFS will provide case management, document management, and physical records management functionality to better meet the Department's information management needs.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and direct the Chief Information Officer (CIO), at the request of the Chief Medical Examiner-Coroner, to execute a Work Order for a maximum contract amount of \$668,000 under the County of Los Angeles (County) Master Services Agreement (MSA) No. 77036 with EMC Corporation to support the development and implementation of the ECFS. In accordance with EMC MSA guidelines, Board approval is required for Work Orders that exceed \$300,000.

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Department of Medical Examiner-Coroner (DMEC) has developed a strategic roadmap for the ECFS project which identifies a total of 13 phases using professional services, hardware, and software based on EMC's Documentum technology. The first three phases of ECFS were completed in September 2012. These phases were implemented using EMC Work Orders and funded by a combination of County Information Technology Fund (ITF) and Coverdell grants, which provided the base ECFS infrastructure, Specimen Tracking, and Property Management functions. Additional phases approved by the Board on March 5, 2013, enabled functionality for Evidence Management, Morgue Management, and Case Folder Management. Approval of this recommended action will enable the DMEC to complete the final phases of ECFS, providing workflow management capabilities.

## **Implementation of Strategic Plan Goals**

The recommended action is consistent with the principles of the Countywide Strategic Plan Goal #2: Fiscal Sustainability (Strategy 4; County Fiscal and Information Technology Management, and Cost Efficiencies), to improve the County's long-term capacity to sustain critical County services within available resources through cost-efficiency savings, leveraging IT resources, improved fiscal forecasting, and diligent monitoring.

## **FISCAL IMPACT/FINANCING**

Funding in the amount of \$668,000 for EMC development charges for the final ECFS phase has been included in the Department's FY 2014-15 Operating Budget.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On July 7, 2009, your Board approved the County's EMC MSA that enables County departments to utilize MSA work orders for various professional and consulting services related to the implementation and support of Enterprise Content Management (ECM) technologies. All MSA work orders greater than \$300,000 require Board approval. The Chief Information Officer concurs with the DMEC's recommendation and the CIO Analysis is attached (Attachment A).

## **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended action will allow the Department to complete the development of ECFS and comply with the Department's audit recommendation to replace the existing case management system. The new ECFS will provide improved security and better meet the Department's case management needs.

## **CONCLUSION**

When approved, the Executive Office, Board of Supervisors is requested to return the signed and approved Board Letter to:

Silvia Gonzalez, Contracts Manager  
Department of Medical Examiner-Coroner  
1104 N. Mission Road  
Los Angeles, CA 90033

Respectfully submitted,

*Mark A. Fajardo, M.D.*

Reviewed by:

*Richard Sanchez*

MARK A. FAJARDO  
Chief Medical Examiner-Coroner

RICHARD SANCHEZ  
Chief Information Officer

MAF/slg

Enclosures

c: Executive Officer, Board of Supervisors  
County Counsel



RICHARD SANCHEZ  
CHIEF INFORMATION OFFICER

## Office of the CIO CIO Analysis

NUMBER:

CA 15-03

DATE:

2/24/2015

## SUBJECT:

**AUTHORIZE THE CHIEF INFORMATION OFFICER TO EXECUTE ONE WORK ORDER WITH EMC CORPORATION FOR SOFTWARE DEVELOPMENT AND IMPLEMENTATION SERVICES FOR THE MEDICAL EXAMINER - CORONER'S ELECTRONIC CASE FILE SYSTEM PROJECT**

## RECOMMENDATION:

☒ Approve☐ Approve with Modification☐ Disapprove

## CONTRACT TYPE:

☐ New Contract☐ Sole Source☐ Amendment to Contract #: Enter contract #.☒ Other: MSA Work Order

## CONTRACT COMPONENTS:

☐ Software☐ Hardware☐ Telecommunications☒ Professional Services

## SUMMARY:

Department Executive Sponsor: Mark A. Fajardo , M.D., Chief Medical Examiner-Coroner

Description: Authorization for the Chief Information Officer (CIO) to execute one Work Order (WO) and necessary Change Orders under the County of Los Angeles (County) EMC Master Services Agreement (MSA) Number 77036 to develop the final workflow capabilities for the Electronic Case File System (ECFS).

Contract Amount: \$668,000

Funding Source: Department's Operating Budget  
Fiscal Year (FY) 2014-15.

☐ Legislative or Regulatory Mandate☐ Subvened/Grant Funded: Enter %

### Strategic and Business Analysis



## PROJECT GOALS AND OBJECTIVES:

This WO will provide case and lab workflow management functionality for ECFS as identified in the Department of Medical Examiner-Coroner (DMEC) ECFS Roadmap document. This represents the final phase of a planned multi-year development project.

## BUSINESS DRIVERS:

The ECFS will replace the legacy case file system with significantly greater functionality integrating document management and workflow. The legacy system was audited and recommended for replacement due to its lack of functionality and issues with system security. ECFS is currently being used to automate many of the core business functions of DMEC, including document management, case folder, property, and specimen tracking. This WO addresses the development of case workflow and laboratory workflow

	<p>management functionality, which is the final planned phase of the ECFS development project. The Department is currently testing functions, including evidence tracking, body tracking, and radiology image management prior to putting them into production.</p>				
	<p><b>PROJECT ORGANIZATION:</b></p> <p>Project sponsors are the Chief Medical Examiner-Coroner and the Administrative Deputy. The project team includes the IT Manager, end users, EMC, Internal Services Department (ISD), and CIO.</p>				
	<p><b>PERFORMANCE METRICS:</b></p> <p>The WO has defined workflow designs approved by the Department, as well as approval checkpoints, requirements, detail design, functionality, and performance testing.</p>				
	<p><b>STRATEGIC AND BUSINESS ALIGNMENT:</b></p> <p>This project is the DMEC's primary IT initiative and is consistent with County Strategic Directions and technology standards.</p>				
	<p><b>PROJECT APPROACH:</b></p> <p>The project is utilizing the EMC Documentum software as the "toolkit" for developing this application. This final phase is the continuation of a phased implementation approach.</p>				
	<p><b>ALTERNATIVES ANALYZED:</b></p> <p>Based on project successes and continuation of a defined solution no other alternatives were considered.</p>				
<b>Technical Analysis</b>	<p><b>ANALYSIS OF PROPOSED IT SOLUTION:</b></p> <p>The WO is a continuation of the Department's ECFS development approach, which is in alignment with DMEC's business objectives and the County's information technology directions. ECFS is hosted by ISD as part of the Electronic Content Management (ECM) Shared Infrastructure.</p>				
<b>Financial Analysis</b>	<p><b>BUDGET:</b></p> <p>Contract costs:</p> <p>One-time costs:</p> <table> <tr> <td>Services .....</td><td>\$ 668,000</td></tr> <tr> <td><b>Sub-total Contract Costs:</b></td><td><b>\$ 668,000</b></td></tr> </table> <p>With the approval of this WO, DMEC would have expended \$2,693,225 for ECFS.</p>	Services .....	\$ 668,000	<b>Sub-total Contract Costs:</b>	<b>\$ 668,000</b>
Services .....	\$ 668,000				
<b>Sub-total Contract Costs:</b>	<b>\$ 668,000</b>				

<b>Risk Analysis</b>	<p><b>RISK MITIGATION:</b></p> <ol style="list-style-type: none"><li>1. DMEC has successfully implemented previous ECFS modules working with EMC using their development and implementation methodology.</li><li>2. The CIO conducts weekly project status reviews with EMC to ensure adherence to scope, schedule, and budget.</li><li>3. The Chief Information Security Officer (CISO) reviewed the WO and did not identify any IT security or privacy related issues.</li></ol>
<b>CIO Approval</b>	<p><b>PREPARED BY:</b></p> <p> _____ John Arnstein, Sr. Associate CIO</p> <p><u>2-25-15</u> Date</p> <p><b>APPROVED:</b></p> <p> _____ Richard Sanchez, County Chief Information Officer</p> <p><u>2-25-15</u> Date</p>

Please contact the Office of the CIO (213.253.5600 or [info@cio.lacounty.gov](mailto:info@cio.lacounty.gov)) for questions concerning this CIO Analysis. This document is also available online at <http://ciointranet.lacounty.gov/>